# Brickyard News

## *Louisiana Property Assistance Agency*

Special points of interest:

- New Director
- Change Request
- Surplus Transfers
- Monthly Vehicle Entries
- February Training

### Auction Information

The next auctions will be held on February 9 & March 9. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

### Announcing the NEW DIRECTOR of General Services

We are pleased to announce that **Mr. Steve Bice** was named **Director of the Office of General Services** effective December 12, 2012. The Office of General Service was established in 1996 to direct and oversee the operations of 4 ancillary agencies within the Division of Administration. Louisiana Property Assistance Agency (LPAA), Federal Property Assistance Agency, State Printing and State Mail. Each one of these agencies performs a variety of functions not only for the DOA, but also for all State Agencies. Although we are thrilled to have Mr. Bice as our new director, we are very sad to announce that Mrs. Susie Barthel will be retiring in April.

### Change Request 101

If you find that the wrong information was entered for an asset on its

| Serial Number | B5J2691 | ✉ |
|---|---|---|

**Asset Detail Page**, don't panic! Everything that you enter into the system can be easily corrected. If the category has an envelope next to it then it can be changed to whatever the correct information should be. When you click on the envelope you will be prompted to type in the new value and put the reason for the change. Once you click submit, this will send a message to an employee here at LPAA who will approve or disapprove the change request. For example if you realized that you put in the wrong serial number, click the envelope next to the box and change it to the correct one.

**InCircuit** *Powered by AssetWorks*

**Change Request**

Any unsaved data will be lost when submitting a change request.

To request a change, please complete the following:

| | |
|---|---|
| Asset Number | 24821-002325 |
| Current Serial Number | B5J2691 |
| New Serial Number | |
| Reason * | |

Close   Submit

# Surplus Transfers 101

Creating a Surplus Transfer is one of the most frequent tasks completed by users in the system. A Surplus Transfer is used anytime you want to have items sent to the warehouse here at LPAA. This process has replaced the old BF-11 form, which is now no longer needed. All you have to do is log into the system, create a surplus transfer and you're all done!  This article will provide you with a step by step guide for the times when you feel like you need a little refresher.

**Step 1**

When creating a Surplus Transfer the first thing you're going to do is click on the **Transfers** Tab. This will lead you to the **Surplus Transfer Section**. This section allows you to Search for Surplus Transfers that have already been created or Create new ones.

**Step 2**

In order to create a new Surplus Transfer, click on the '**+**' next to **Create Surplus**. This will open up a field where you enter the first set of information: **From Agency, Pickup Type, Pickup Location, & Remarks**.

⇒ In the **From Agency** slot you will fill in your agency number.

⇒ In the **Pickup Type** slot there is a drop down menu with three different selections: **As-Is/ Where-Is** = if the item is unable to be physically moved from its location ( you must contact LPAA before selecting this option), **Delivered to LPAA**= if you want to drop items off here, or **Picked Up by LPAA**= if you would like to have LPAA pick the items up.

⇒ If you are having your items picked up by LPAA then providing a **PickUp Location** is mandatory. In this space put the address where the items are located as well as any other vital information that would help our truck drivers find the location.

⇒ In **Remarks** slot you should put your first and last name along with phone number and e-mail address. In addition to your contact information, this spot is also reserved for any other information about the transfer that you think is important.

⇒ After all of the above information is completed, click **Create** to advance to the next step.

**Step 3**

After clicking **Create**, you will then be brought to the **Surplus Detail** page. This page will provide you with information about your Surplus Transfer as well as allow you to add your assets. As you can see from the picture, the **Surplus Detail Page** will be the place where you will find your **Surplus Number**, **Creation Date**, **From Agency/Person**, **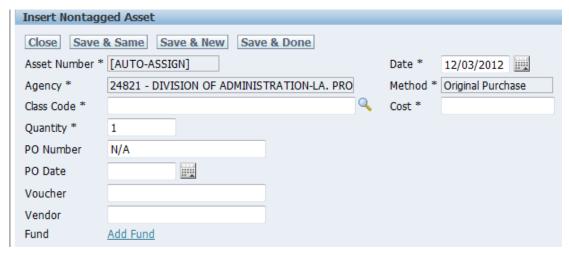To Agency**, **PickUp Type/Location** and **Remarks**. By clicking the **Edit** button right below this information, you can go back and change the **PickUp Location** or the **Remarks**. Once you verify that all the information you have entered is correct, it is then time to add the assets to the transfer.

As you know there are two types of assets that can be added to a Surplus Transfer: **Tagged** (assets that have property tags and are recorded in the system) and **Non-Tagged** ( assets that do not have property tags and are not listed in the system).

⇒ **Adding Tagged Assets:** In order to add tagged assets to the transfer, type the asset number in the field next to **Asset Number** and click **Add Asset**.

⇒ **Adding Non-Tagged Assets:** In order to add non-tagged assets to the transfer, click **Create New Asset** . A pop up window will appear. Here you will enter all of the information about the asset.  All fields with an asterisk are required. Enter the **Class Code**, the **Quantity**, the **Cost** ( if you don't know the cost, just put $1), and any other information that you have available and click **Save**.

**Insert Nontagged Asset**

| Close | Save & Same | Save & New | Save & Done |

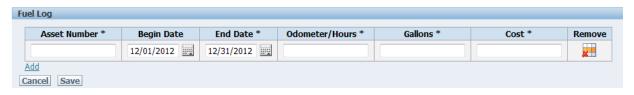| Asset Number * | [AUTO-ASSIGN] | Date * | 12/03/2012 |
| Agency * | 24821 - DIVISION OF ADMINISTRATION-LA. PRO | Method * | Original Purchase |
| Class Code * | | Cost * | |
| Quantity * | 1 | | |
| PO Number | N/A | | |
| PO Date | | | |
| Voucher | | | |
| Vendor | | | |
| Fund | Add Fund | | |

**Step 4**

Once all assets are added to the transfer, there is nothing else that needs to be done in the system. The next step is labeling your items. Whether you are having the items picked up or dropping them off here at LPAA, you must have all items labeled with the Transfer Number, Asset Number, and Item Description. These labels cannot be printed out using Asset Management System, but we suggest printing the information on mailing labels.  All items must be tagged with the mailing label tag, even if they already have a state tag on them. Once items are all tagged, they are ready to head out to our facility. If you are having the items picked up by LPAA then Jeremy Rist will contact you about scheduling your pick up. If you are dropping the items off then you should contact Dedra Matthews at 225-342-6857 to schedule a drop-off time.

> **Transfer #**
> **Asset #**
> **Item Description**

# Helpful Hints for Monthly Vehicle Entries

**Fuel Log**

| Asset Number * | Begin Date | End Date * | Odometer/Hours * | Gallons * | Cost * | Remove |
|---|---|---|---|---|---|---|
| | 12/01/2012 | 12/31/2012 | | | | |

Add
Cancel  Save

**Entering Fuel Information**

1. Click on **Fuel Log** which is located on the **Assets** tab.
2. A screen will then appear  where you enter the : **Asset Number**, **Begin & End Dates**, **Odometer /Hours**, **Gallons** and **Cost**.
3. Once all information is entered, you can click **Add** to add another row and input another vehicle's fuel information or click **Save** to save the information entered.

| Log Maintenance | | | | | | | |
|---|---|---|---|---|---|---|---|
| Completed | Info | Maintenance Category | Date * | | Odometer/Hours * | | Vendor * | | Cost * | |
| ☐ | ⓘ | AIR FILTER CHANGE | 01/14/2013 ↓ | 281,251 ↓ | | ↓ | | ↓ | |
| ☐ | ⓘ | OIL CHANGE | 01/14/2013 ↓ | 281,251 ↓ | | ↓ | | ↓ | |
| ☐ | ⓘ | TRAN FLUID CHANGE | 01/14/2013 ↓ | 169,365 ↓ | | ↓ | | ↓ | |
| ☐ | ⓘ | FUEL FILTER CHANGE | 01/14/2013 ↓ | 260,882 ↓ | | ↓ | | ↓ | |
| ☐ | ⓘ | OTHER | 01/14/2013 ↓ | ↓ | | ↓ | | ↓ | |
| ☐ | ⓘ | INSPECTION STICKER | 01/14/2013 ↓ | ↓ | | ↓ | | ↓ | |

Cancel  Save

## Entering Vehicle Maintenance Information

1. Click on **Fleet Maintenance Log** which is located on the **Assets** Tab
2. In the blank, fill in the asset number for the vehicle that you are entering & click **Search**
3. A list will appear that will enable you to enter any maintenance that was performed during that month. For example, if you are entering that a vehicle received a new Inspection Sticker, then you would check the box under the Completed column in the corresponding row for Inspection Sticker, enter in the date that the inspection was performed, the odometer hours at the time, the Vender where the sticker was received and the Cost.
4. Once all information is entered, click **Save**.

** The most important thing to remember when entering Fuel and Maintenance for your vehicles is to make sure the dates are correct, as well as the odometer/hours. ***

# February Training Schedule ❤️

The **training schedule** has been set for February. If you would like to attend property/fleet or AMS training, you can sign up through LPAA's website at **www.doa.la.gov/lpaa/training.htm**. The dates and times of each class are listed below:

| Type | Instructor | Location | Date | Time |
|---|---|---|---|---|
| AMS 8 | Whitney Williams | LPAA | February 20, 2013 | 8:30 am — 11:30 am |
| Property Rules & Regulations | Tom Lohman | LPAA | February 20, 2013 | 12:30 pm — 3:30 pm |
| Fleet Rules & Regulations | Tom Lohman | LPAA | February 21, 2013 | 8:30 am — 11:30 pm |

**If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to whitney.williams@la.gov.**